



Scalloway preschool Reporting to Parents Procedure

Reporting provides useful feedback on a child's development and learning. It promotes a dialogue between home and preschool setting and acknowledges the importance of the early education experience. It ensures the child's strengths and interests are recognised. It aids progression, ensures continuity, recognises the needs of the individual child and celebrates success.

Formal and informal reporting reporting consists of:

- Opportunity for new families to confer with preschool staff for a friendly exchange of information-during Open Day or any other transitional visits. Parents/carers are asked to complete the enrolment form (in addition to registration form) which provides timely feedback to our setting prior to the child's start.
- Exchange of information at the beginning and end of each session.
- Children taking home examples of what they have achieved (art, craft work, emerging writing and other tangible evidences)
- **Wir Big Book**-a universal recording resource illustrating your child's everyday experiences and progress at the preschool. The records consist of photographs, staff comments, links to Curriculum for Excellence, child's comments, drawings and many more! Wir Big Book is available for all parents/carers to browse on any day.
- **Learning Story/Personal Folio**—we aim to build your child's personal file including One Page Profile, All About Me form, extracts from Wir Big Book relating to individual child, photographs, as well as your child's individual work -drawings, writing, comments.
(One Page Profile is a "user-friendly" record giving the overall picture of your child-development and strengths, progress, needs, interests, next steps and support strategies)
(All About Me Form-to be completed by child and parent at home)
- **Weekly/bi weekly updates** sent by email to all parents -includes photographs, Wir Big Book entries, information on activities -both planned by staff and child led, shared links to resources used, etc.
- Scalloway Preschool runs the organisation **Facebook page** where regular posts relating to our activities and events are posted.
- Scalloway Preschool website provides general information on our setting, our approach, staff, policies and procedures, etc
- All parents are given opportunity to consent/do not consent to use of their child's photograph, artworks, etc for the above purposes.

- We will offer parent/teacher meetings halfway through the school year (January/February) to discuss your child's progress and help with the decision on future transitions (eg Primary 1 start/deferrals). This is not compulsory and parent/carers may request written report on their child's progress instead of scheduling the meeting. The report represents your child's progress across core Curriculum for Excellence areas and assessment in line with Developmental Overview document.
- In addition parents / carers can request progress report at any time other than scheduled January/February meetings. A folder can be prepared for you containing progress report, the content of your child's learning story (see above), Development Overview tracking information, personal care plan and any other appropriate material.